

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF SUPPORTING THE PUBLIC TRANSPORTATION DIVISION IN TRANSIT PROJECTS THROUGHOUT THE STATE.

This request is to solicit Letters of Interest (LOI) from qualified Transit Consulting firms to provide Professional On-Call Transit Planning, and Grant Administration Services for the North Carolina Department of Transportation – Public Transportation Division. The firm must specify what categories of work (shown by roman numerals) that it would like to be considered for selection. If a primary firm and/or subconsultant is determined that they are not prequalified for the category or categories of work for which they have applied, their LOI will not be reviewed.

The primary firm and any/all subconsultants shall be Pre-qualified by the NCDOT to perform services required for that category of work if they meet the requirements of the bulleted predominate work code(s) shown below:

- I. Transit Planning Services (4-work codes required)**
 - 00409 – Demand Modeling, Ridership, revenue, Cost and Profitability Analysis
 - 00410 – Community Transportation Service Plans (CTSP)
 - 00413 – Transit Support Feasibility and Implementation Studies
 - 00414 – Other Special Transit Studies
- II. Transit System General Grant (3-work codes required)**
 - 00424 – Transit Program Funding Formula Allocation Analysis
 - 00426 – Program System Analysis
 - 00428 – Vehicle Specification Preparation and Analysis.

The primary and any/all subconsultants are encouraged to apply for both work categories. Firms may be selected for multiple work categories. The Department intends to select firms that will be capable of providing these services over a three-year contract period. The firms will be used on an as needed basis to expedite work. The contract amounts have not been determined. There is no guarantee that selected firms will be assigned work over the three-year contract period. The contract amount will not be used as outstanding workload. Outstanding workload will only count if work is assigned.

The proposed method of payment will be determined at the time of assignment.

The work performed under this contract will be financed, in part, by grants provided under programs of the Federal Transit Administration. Citations to federal law, regulation, and guidance references include, but are not limited to, the Master Agreement FTA MA (17), dated October 1, 2010; FTA Circular 4220.1F, dated November 1, 2008; "Best Practices Procurement Manual", updated March 13, 1999 with revisions through October 2005; 49 CFR Part 18 (State and Local Governments) and 49 CFR Part 19 (Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations) and any subsequent amendments or revisions thereto.

Consultant shall at all times comply with all applicable Federal Transit Administration (FTA) regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

The Engineer or Planner performing the work and in responsible charge of the work must have good ethical and professional standing. Any firm wishing to be considered must be properly registered with the Office of the Secretary of State, and if required, with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. The use of corporate subsidiaries will not be allowed in the performance of this work. The firm must have the financial ability to undertake the work and assume the liability. The selected firms will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

DISADVANTAGE BUSINESS ENTERPRISES

Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 34, the State invites and encourages participation in this procurement by businesses owned by minorities, women and the disabled including utilization as subcontractors to perform functions under this Request for Proposal.

The Consultant must agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided for the project. In this regard, all consultants shall take all necessary and reasonable steps in accordance 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of Department of Transportation-assisted contracts.

Consultants are expected, at a minimum, to seek DBE/MBE/WBE's in the same geographical area in which they usually seek contractors, subcontractors and suppliers. Contractors and suppliers that cannot meet their contract goal using DBE's from this geographical area are expected to expand their search to a reasonable wider geographical area.

The North Carolina Department of Transportation will set minimum goals for the amount of certified DBE/MBE/WBE participation necessary in the performance of a contract. For every certified DBE/MBE/WBE participating in this project, the proposal must identify the name(s) of the firm(s), the tasks it (they) will complete, and the percentage of the total project (they) will be paid to perform.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. The Firm's experience, knowledge, familiarity , and past performance with Public Transportation / Transit work; 50%
2. The firm's experience and staff to perform the type of work required; 50%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to **fifteen** (15) pages (RS-2 forms and **certifications** are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, DocuDesk, deskPDF, etc.

One copy of the Letter of Interest should be sent through the NCDOT's FTS (File Transfer System) **as a .pdf file** to psmu-411@ncdot.gov. The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the Consultant's Name, and "LOI for Public Transportation LSA". Please see below:

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
Connecting people and places in North Carolina — safely and efficiently, with accountability and
Logo

Home | About

Business DMV Newsroom Programs Construction

File Transfer System

Inbox Send Files Address Book Settings

To: psmu-411

Subject: "Name of Firm"-- LOI for "Type of Work/Project"

Message: Attached you will find our LOI for XXXXX Services.....

Attached Files:

Name	Size	Type	Modified
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If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to **two** (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register with the Secretary of State;
- **Categories of work the firm requests consideration;**
- Date of most recent firm qualification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II - Evaluation Factors

This section is limited to **six** (6) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel qualifications and experience as related to this work;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- *Reference the experience of the team in working with state and FTA specifications, standards, and regulations.*
- Understanding of project approach; and
- Any innovative approaches to be used.

Note: If a project team encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to **seven** (7) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline/work tasks;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

This section is not limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08)
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required form is available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

**FEDERAL AND STATE REQUIREMENTS AND SPECIAL CONDITIONS FOR
PROFESSIONAL AND ARCHITECTURAL AND ENGINEERING SERVICES Certifications**

Completed Certification Forms Attach A & Attach B SHALL be submitted with the firm's letter of interest.

This section is not limited to the number of pages required to provide the requested information.

Submit Attachment Certification forms for the following:

- Attachment A – CERTIFICATION REGARDING LOBBYING
- Attachment B – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY and VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTION

Complete and **sign/ notarize** each Attachment A & B Form (instructions are listed on the forms).

The required forms are available at: <http://www.ncdot.gov/nctransit/resources/default.html>
The forms can be found under the Federal Requirements and Special Conditions Section of the website shown as "**Professional and Architectural and Engineering Services**". The certification forms Attachment A & B are on pages 18 and 19 of the document.

Private consulting firms are invited to have letters of interest for furnishing Public Transportation services **FTS-ED** to the Professional Services Management Unit by **12:00 p.m. on May 23, 2013**. **Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

The e-mail address is:

psmu-411@ncdot.gov

Any questions concerning the advertisement or scope should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by **June 11, 2013**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx> by **June 12, 2013**.